



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications for funding for a project titled, "Intensive Case Management for Family Members of Homicide Victims." This program furthers the Department's mission by identifying promising and sustainable family-focused interventions for family members of homicide victims.

Intensive Case Management for Family Members of Homicide Victims

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, tribal organizations, or public agencies that can demonstrate (1) knowledge and understanding regarding the service needs of families after a homicide; (2) experience in program development and implementation of direct service programs for crime victims and their families; (3) and staff resources and capability to carry out all activities required by the funded project. (See "Who Is Eligible to Apply," page 3.)

Deadline

All applications are due by 8 p.m. e.t. on April 24, 2008.
(See "Deadline for Applications," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Mary Atlas-Terry, Grant Program Specialist, at 202-353-8473 or mary.atlas-terry@usdoj.gov.

This application must be submitted through <http://www.grants.gov/>. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: OVC-2008-1780

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Intensive Case Management for Family Members of Homicide Victims (C.F.D.A. # 16.582)

Overview

The purpose of the Intensive Case Management for Family Members of Homicide Victims project is to identify and replicate promising practices related to the provision of a comprehensive array of services to family members of homicide victims. Two successful applicants will be awarded: one in an urban high-crime setting, and one in a rural setting. In the first 18-month period of these cooperative agreements, funding will be used to enhance, evaluate, and institutionalize existing promising service interventions in partnership with other community agencies in each target area. In the second phase of the project, grantees will continue to provide direct services and will develop technical assistance resources that would be useful to other agencies in rural and urban settings. The third phase of this project would provide funding to replicate and evaluate the program in three urban and three rural settings. The money for this grant is authorized by the Victim Compensation and Assistance Act, as amended, at 42 U.S.C. § 10603 (c)(1)(A).

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant it may take up to 5 business days to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. **Note: Your Central Contractor Registry (CCR) registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8 p.m. e.t. Thursday, April 24, 2008.

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, tribal organizations, or public agencies that can demonstrate (1) knowledge and understanding regarding the service needs of families after a homicide; (2) experience in providing direct services to crime

victims and their families; (3) and staff resources and capability to carry out all activities required by the funded project.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is Department of Justice (DOJ) policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please refer to the following link at www.usdoj.gov/fbci/effect-rfra.pdf.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: If a grant application is being submitted on behalf of a tribe or tribal organization, a letter or similar document authorizing the inclusion of the tribe or tribal organization named in the application must be included.

Project-Specific Information

Award Amount: Two cooperative agreements will be awarded for up to \$200,000 each for the first phase of the project. Funding under this competitive grant announcement is contingent on the availability and amount of Fiscal Year (FY) 2008 funding available. Funding in FY 2009 and FY 2010 will be determined by funding availability, grantee performance, and completion of first-year project activities and deliverables. All OVC

awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Award Period:

The award period for phase one of this project is 18 months; funding in FY09 and FY10 is contingent upon meeting preceding year objectives and availability of funds.

Purpose:

The quality and comprehensiveness of services to family members of homicide victims varies greatly across the United States. Many types of victim service agencies and professionals indicate that they provide services to family members of homicide victims; however, these services are often limited to assistance with Crime Victims' Compensation claims, case status updates, assistance with victim impact statements, and other criminal justice related activities. While these services are very important, the services are often not comprehensive enough to address the complex array of needs experienced by the family, including the specialized needs of young children and teenagers who are grieving the death of the victim. The impact of the traumatic event is often underestimated. The purpose of the Intensive Case Management for Family Members of Homicide Victims project is to identify and replicate promising practices related to the provision of a comprehensive and coordinated array of services that streamlines access to vital support services to family members of homicide victims.

Program Strategy:

Through this grant opportunity a total of two cooperative agreements will be awarded. One successful applicant will be selected from an urban high-crime community. The second successful applicant will be selected from a rural community. Applicants should clearly identify their status as either (1) urban high-crime or (2) a rural community and provide documentation to support this designation. Applicants should describe the specific jurisdictional and geographical boundaries of the designated community, and document the existence of high levels of crime in their community by using indicators such as crime rate and the number of homicides.

In the first 18-month period of the project, successful applicants will develop or enhance a comprehensive service strategy for services to family members after a homicide. The service strategy must include, but is not limited to, the provision of intensive case management for all members of the victim's immediate family, and any other family member or friend of the victim who is requesting services. Intensive case management will include conducting service needs assessments, service planning, provision of information, assistance and referral, and followup with victims regarding services received. Services should also include the coordination of culturally and linguistically appropriate services, individual and group counseling, support groups, criminal justice advocacy, court accompaniment, and assistance with crime victim compensation. Grantee organizations may need to hire a case manager to coordinate services on behalf of clients; however, successful applicants will demonstrate the ability to work collaboratively with other community agencies for specialized services that their agency may not provide, such as criminal justice information and advocacy; counseling for adults and children; support groups for adults, teens, and children; substance abuse treatment; food banks; rental assistance programs; school-based services; and programs through youth organizations. Program staff should be available to conduct home visits as necessary (e.g., for the purpose of assisting law enforcement with death notification or initial service assessments). If the applicant demonstrates that there are

gaps in the community regarding certain needed services (i.e., counseling for children), funding could be used to develop this service. Portions of the funding may be used to support community collaboration activities between service agencies to enhance referral networks and ensure that a comprehensive array of services is available. Portions of funding may also be used to support training and outreach to community partners to help build their capacity to serve family members of homicide victims.

Depending upon funding availability in FY09 and FY10, phases two and three of this project will include (1) continued implementation and institutionalization of the model program through the development of written protocols, procedures, and memoranda of understanding; (2) development of technical assistance resources; and (3) replication of the comprehensive service model in several communities. The number and locations of the pilot sites will be determined based on future project strategy and funding availability. Successful applicants must demonstrate an ability to help build the capacity of other communities in developing similar programs. In phase three, each grantee will administer subgrants to urban high-crime or rural sites, provide programmatic and fiscal oversight to the pilot sites, and provide training and technical assistance to ensure that the replicated sites have what is needed to implement the program successfully in each target area. Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.

Deliverables: (First 18 months)

- 1.) Revised time-task plan of project activities.
- 2.) Development or enhancement of a comprehensive service strategy for family members of homicide victims, including, but not limited to, identifying and addressing the service needs of child and teen survivors, family members and friends who witnessed the homicide, and survivors with disabilities or special needs.
- 3.) Development of formal protocols, policies, procedures, and memoranda of understanding to implement the program.
- 4.) Provision of direct services to family members of homicide victims.
- 5.) Plan for evaluation of the program within 30 days of grant award.
- 6.) Implementation of program evaluation.
- 7.) List of collaborative partners involved in the comprehensive service strategy.

Match Requirement:

There is no match required for this project.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Enhance and institutionalize an existing model strategy to provide an expanded range of comprehensive and coordinated services to family members of homicide victims.	<p>Percent increase in the number of family members of homicide victims served.</p> <p>Percent increase in the number and types of services provided to family members of homicide victims.</p> <p>Percent increase in the number and types of community agencies working collaboratively on the project.</p> <p>Percentage of victims who report that they were satisfied with the quality of services</p> <p>Percentage of victims who report that most of their needs were addressed.</p>	<p>Total number of family members served at the beginning and conclusion of reporting period.</p> <p>The number of services available to victims that were not previously available at the beginning of the report period.</p> <p>Total number of services accessed by family members (broken down by type of service) at the beginning and conclusion of the reporting period.</p> <p>Total number of collaborative partners involved at the beginning and conclusion of the reporting period.</p> <p>Number of victims who report that they were satisfied with the quality of services.</p> <p>Number of victims who report that most of their needs were addressed.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also,

Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/ Discretionary Grants," and the funding opportunity number is **OVC-2008-1780**.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com>. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. For the purpose of this solicitation, applicants should clearly identify their status as either (1) urban high-crime or (2) a rural community and provide documentation to support this designation. Applicants should describe the specific jurisdictional and

geographical boundaries of the designated community, and document the existence of high levels of crime in their community by using indicators such as crime rate and the number of homicides.

- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The applicant must describe the strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. **Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.**

The plan also must provide for the submission of financial and progress reports, and the submission of a formal plan for evaluation activities within 30 days after the award date. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the Office for Victims of Crime (OVC) requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Web Media is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.

The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been

reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. If the application is for continuation funding, applicants should describe how they will assess performance in attaining the previously identified outcomes, and additional outcomes identified for the continuation phase of the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Budget Narrative Attachment Form

The applicant is required to complete the budget narrative form and the budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ojp.usdoj.gov/ovc/fund/forms.htm> and clicking on Standard Forms.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

- 1) Training: Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/training/financial.htm>.
- 2) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
- 3) Travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
- 4) OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at <http://www.ojp.usdoj.gov/finguide06/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Other Program Attachments

Remaining attachments include the following materials:

- **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the following criteria:

- ***Statement of the Problem.*** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. If the application is for continuation funding, these new goals and objectives should be addressed within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- ***Project Design and Implementation.*** The program strategy/methodology must include sufficient detail so that the OVC Point-of-Contact or other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups. Detailed procedures for pilot testing and refining the products should be included if applicable.
- ***Capabilities and Competencies.*** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, financial capability and, if the application is for continuation funding, the results of current grant efforts; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- ***Budget.*** The OVC Point-of-Contact will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff

and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

- ***Impact/Outcomes and Evaluation.*** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose.

Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. On approval by the OVC Director, applications selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the OJP Financial Guide
- Suspension or Termination of Funding

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

Grants versus Cooperative Agreements

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.